



ADMINISTRATIVE GUIDELINE

No. 800

Title: Records Management

Subject: Guidelines

Date Adopted: April 8, 2008

Date Revised:

Reference:

Policy 800 RECORDS MANAGEMENT					
CODE	RECORD TYPE	ACCESS RIGHTS	EMPLOYEE ACCESS	DESTRUCTION / RETENTION PERIOD	CONVERSION TO ELECTRONIC STORAGE & DESTRUCTION
Personnel (PApp)	Applications & Hiring				
PApp	- Job advertisements and posting. - Applications Interview records, including notes - Rejection letters	Superintendent Personnel Adm. Asst. Legal Counsel		Seven (7) years after hiring	Shredding
PApp	Employment application	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, keep until individual turns 75
PApp	Background check documentation: Criminal background check – Department of Public Welfare Clearance statement FBI criminal background check Fingerprint records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N Shredding
PApp	Loyalty oath form	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N Shredding
PApp	Credentials, including, as applicable:	Superintendent; Personnel Adm.	Y	Seven (7) years after employee	Y, keep until individual

	Teaching certificates Driver's license or commercial driver's license Drug and alcohol testing records	Asst. as needed; and solicitor or legal counsel, as needed		leaves employment of district	turns 75
PApp	Employment contract, if applicable	Public record	Y	Seven (7) years after employee leaves employment of district	Y, keep until individual turns 75
PApp	Reference check documents from former employers and other references	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	N	Seven (7) years after employee leaves employment of district	N
PApp	Background Check Documentation	Private		Seven (7) years after employment ends	
PApp	Credentials (Certificates/Licenses)	Private		Seven (7) years after employment ends	
PApp	Employment Application (hired)	Public		Seven (7) years after employment ends	
PApp	Employment Application (not hired)	Public		One (1) year	
PApp	Pre-Employment Medical Examination	Confidential		Seven (7) years after employment ends	
PApp	Pre-Employment Reference Checks	Confidential		Seven (7) years after employment ends	
PApp	Immigration forms: I-9, together with required documents	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N

Personnel PAtt	Attendance & Retirement				
PAtt	Attendance records, including records of hours worked for nonexempt employees	Superintendent; Adm. Asst. as needed, and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, keep until individual turns 75
PAtt	Resignation or Retirement forms and records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or	Y	Seven (7) years after employee leaves employment of	Y, keep until individual turns 75

		legal counsel, as needed		district	
PAtt	Attendance Records (Employees)	Private		Seven (7) years after employment ends	
PAtt	Equal Employment Opportunity Reports	Public		Seven (7) years	
PAtt	Leave Records (FMLA)	Private		Seven (7) years after employment ends	
PAtt	Leave Records (other)	Private		Seven (7) years after employment ends	
PAtt	Resignation/Retirement Records	Private		Seven (7) years after employment ends	
PAtt	Workers' Compensation Records	Contains private information		Seven (7) years after claim closed	

Personnel (PC)	Compensation & Contracts				
PC	All records associated with the collective bargaining process	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Perpetual. Permanent Records	Back up disks
PC	All records pertaining to administrative compensation plans	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed, except that the administrative compensation plan itself is a public record		Perpetual. Permanent records	
PC	All employment agreements, except those maintained in the personnel file of employees	Public record		Seven (7) years after employee leaves employment of district	
PC	All contracts with benefits and service providers, including the following: <ul style="list-style-type: none"> • Healthcare insurance policies • Disabilities insurance policies 	Public record			

	<ul style="list-style-type: none"> • Workers' compensation insurance policies • Third-party administrator contracts • Tax sheltered program contracts 				
PC	Collective Bargaining Agreements	Public		Seven (7) years after expiration	
PC	Employment Contracts	Public		Seven (7) years after employment ends	
PC	Salary placement records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, for professional and temporary professional employees only, keep for 50 years or until individual turns 75, whichever is longer

Personnel (PD)	Discipline				
PD	All records associated with grievances and grievance responses	Superintendent Personnel Adm. Asst. Legal Counsel		Perpetual. Permanent Records	Back up disks
PD	All records associated with discipline of employees	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Perpetual. Permanent Records	Back up disks
PD	All employee complaints and the results of any investigations pertaining to such complaints	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Seven (7) years following conclusion of investigation	Shredding
PD	Complaints, by or about the employee	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed; principals	Y	Seven (7) years after employee leaves employment of district	N

		and supervisors as needed			
PD	Grievances and litigation, except confidential records pertaining to same	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, keep until individual turns 75
PD	Complaints (by or about employee)	Private		Seven (7) years after employment ends	
PD	Complaints (general)	Public		Seven (7) years	
PD	Discipline Records (employees)	Private		Seven (7) years after employment ends	
PD	Grievances	Private		Seven (7) years after employment ends	
PD	Incident Investigation Records			Retain Seven (7) years after investigation is closed / concluded	

Personnel (PE)	Evaluation				
PE	Classroom observation forms	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed; principals and supervisors as needed	Y	Seven (7) years after employee leaves employment of district	N
PE	Annual, semiannual or other rating forms	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed; principals and supervisors as needed	Y	Seven (7) years after employee leaves employment of district	N
PE	Disciplinary records: Documentation of oral reprimand or warning Written reprimands or warnings Suspension records Demotion records Discharge records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PE	Evaluations (Employees)	Private		Seven (7) years after employment ends	

Personnel (PG)	General				
PG	All records pertaining to training and continuing education programs provided by the district	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Seven (7) years following conclusion of investigation	
PG	All employee handbooks	All employees during the period of time that the handbook is in effect; thereafter, superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Perpetual. Permanent records.	
PG PG	All position descriptions, including essential function listings	All employees during the period of time that the job descriptions are in effect; thereafter, superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Perpetual. Permanent records.	
PG	All work rules	All employees during the period of time that the work rules are in effect; thereafter, superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed		Perpetual. Permanent records.	
PG	New employee orientation checklist	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, keep for 50 years or until individual turns 75, whichever is longer
PG	Continuing education records, including: Act 48 credits Credits from permanent certification	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PG	Training records, including training with respect to: Sexual harassment Safety	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) after employee leaves employment of district	N

PG	Job assignment records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PG	Directives documents	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PG	Correspondence between district and employee	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed; principals and supervisors as needed	Y	Seven (7) years after employee leaves employment of district	N
PG	Litigation file	Superintendent; Personnel Adm. Asst. as needed and solicitor or legal counsel, as needed	N	Seven (7) years after employee leaves employment of district, or seven (7) years after final conclusion of litigation, whichever is longer	Y, keep for until individual turns 75
PG	Continuing Education/Professional Development	Private		Seven (7) years after employment ends	
PG	Correspondence (general)	Public		Seven (7) years	
PG	Correspondence (superintendent)	Public		Permanent	
PG	District Organization Records	Public		Permanent	
PG	Employee Training Programs	Private		Seven (7) years after employment ends	
PG	Litigation Files	Private		Seven (7) years after final conclusion of litigation	

Personnel (PM)	Medical				
PM	Pre-employment medical examination records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or	Y	Seven (7) years after employee leaves employment of	N

		legal counsel, as needed		district	
PM	TB records	Superintendent; Personnel Adm. Asst. as needed and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PM	Medical records, including doctors' notes	Superintendent; Personnel Adm. Asst. as needed and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PM	Annual physicals	Superintendent; Personnel Adm. Asst. as needed and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	N
PM	Accident reports	Public		Seven (7) years	
PM	Medical Records (Employee)	Confidential		Seven (7) years after employment ends	

Business (BB)	Budget				
BB	Adopted Annual Budget	Public		Seven (7) years	
BB	Annual Financial Reports	Public		Permanent	
BB	Annual Audit Reports	Public		Permanent	
BB	Budget Work Papers	Contains private information		Seven (7) years after adoption	
BB	Investment Records	Public		Seven (7) years after cancellation	
BB	Tax Collection Records	Public		Seven (7) years	
BB	Accounts Receivable Files and Ledgers			Seven (7) years	
BB	Grant Administration Records			Comply with Funding Agency	
BB	Budget Preparation Files			Retain FY plus Seven (7) years or as otherwise provided by funding source	
BB	Budget Request			Retain FY plus Seven (7) years or as otherwise provided by funding source	

Business (BI)	Investments & Insurance				
BI	Insurance Claims and Policies	Public		Seven (7) years after settlement and/or expiration	
Business (BE)	Expenditures				
BE	Accounts payable	Public		Seven (7) years	
BE	Accounts Receivable	Public		Seven (7) years	
BE	Bank Statements	Public		Seven (7) years	
BE	Bid Contracts (Accepted)	Public		Seven (7) years after termination	
BE	Bid Contracts (Declined)	Public		Seven (7) years after completion	
BE	Check Registers	Public		Seven (7) years	
BE	Deposit Slips	Public		Seven (7) years	
BE	General Ledger	Public		Permanent	
BE	Purchase Orders	Public		Seven (7) years	
BE	Purchase Order Files			Seven (7) years	
BE	Purchasing Files			Seven (7) years	
BE	Supply Requisitions			Seven (7) years	
BE	Accounts Payable Ledgers			Seven (7) years	
BE	Receipts			Seven (7) years	
BE	Cash Register Accounting			Seven (7) years	
BE	Cancelled Checks			Seven (7) years	
BE	Deposit Slips			Seven (7) years	
BE	Controller Reports			Permanent	
Business (BF)	Facilities				
BF	Construction Contracts	Public		Permanent	
BF	Deeds and Related Records	Public		Permanent	
BF	Equipment Inventories	Public		Seven (7) years	
BF	Facility Use Files	Public		Seven (7) years	
BF	Fixed Asset List	Public		Permanent	
BF	Leases (Real Estate)	Public		Permanent	
BF	Leases (Equipment/Vehicles)	Public		Seven (7) years after expiration	
BF	Pesticide Application Record	Public		Seven (7) years	
BF	Real Property Purchase or Sale	Public		Permanent	
BF	Space Allocation and Use Records			Seven (7) years	

BF	Facility Maintenance – Routine			Seven (7) years	
BF	Leases			Retain general written leases six seven (7) after termination or the termination of any substitute or renewal thereof	
BF	Construction Contracts			Permanent	

Business (BP)	Payroll				
	Tax forms, including W-4s; W-2s	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after end of last calendar year in which employee left employment of district	N
BP	Payroll Records	Contains private information		Seven (7) years	Shredding
BP	Wage and Tax Statements (W-2 Forms)	Private		Seven (7) years	
BP	Withholding Allowance Certificates (W-4 Forms)	Private		Seven (7) years after employment ends	
BP	Accounts Payable Files			Seven (7) years	
BP Or PApp	Salary placement records	Superintendent; Personnel Adm. Asst. as needed; and solicitor or legal counsel, as needed	Y	Seven (7) years after employee leaves employment of district	Y, for professional and temporary professional employees only, keep for 50 years or until individual turns 75, whichever is longer

Board (BD)					
BD	Board Minutes	Public		Permanent	
BD	Board Policies and Procedures (Current)	Public		Permanent	
BD	Board Policies and Procedures (Old)	Public		Permanent	
BD	Press Releases	Public		Permanent	

Student (S)					
S	Emergency Preparedness Plan	Public		Seven (7) years after revised	
S	Free and Reduced Lunch	Public		Seven (7) years	
S	Medical Records (Student)	Private		Seven (7) years after graduation	
S	Safe School Act Reports	Public		Permanent	
S	• Category A Student Records	Contains private information		One hundred (100) years	
S	• Category B Student Records	Contains private information		Reviewed periodically	
S	• Category C Student Records	Contains private information		Reviewed annually	
S	Incident Investigation Records			Retain Seven (7) years after investigation is concluded	